



AGENDA

SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE July 20, 2006

6:30 P.M.

WEST CONFERENCE ROOM

CALL TO ORDER

ROLL CALL

SCHEDULED PRESENTATION

There is no scheduled presentation at this time.

PUBLIC ANNOUNCEMENTS

(Speakers are limited to 3 minutes for announcements of related Board/Commission events, programs, resignations, recognitions, acknowledgments)

CONSENT CALENDAR

- 1.A) Approval of Draft Minutes from June 22, 2006
- 1.B) Approval of Agenda
- 1.C) Approval of 2006 Calendar

STAFF RESPONSE TO PRIOR PUBLIC COMMENTS

Staff may provide further information or clarification for the community's benefit in response to public comments made at previous BPAC meetings. Staff will not necessarily respond to all public comments.

PUBLIC COMMENTS

This category is limited to 15 minutes, with a maximum of three minutes per speaker. If your subject is not on the agenda, you will be recognized at this time; but the Brown Act (Open Meeting Law) does not allow action by Board or Commission Members. If you wish to speak to a subject listed on the agenda, you will be recognized at the time the item is being considered by the Board or Commission.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2. MOTION Election of Officers

3. DISCUSS Review Code of Ethics and Parliamentary Procedures
4. DISCUSS Study & Budget Issue Development
5. REVIEW and COMMENT Draft Mary Avenue Extension Geometrics

NON-AGENDA ITEMS AND COMMENTS

- BPAC ORAL COMMENTS
- STAFF ORAL COMMENTS

INFORMATION ONLY ITEMS

1. Approved May 18, 2006 Meeting Minutes
2. BPAC Active Items Report
3. BPAC Email

ADJOURNMENT

Notice to the Public:

Agenda information is available by calling Dieckmann Cogill at (408) 730-2713. Agendas and associated reports are also available on the City's website at <http://www.sunnyvale.ca.gov/>, biking.inSunnyvale.com or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting. Please contact the Department of Public Works Transportation and Traffic Division office at (408) 730-7412 for specific questions regarding the agenda.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Dieckmann Cogill at (408) 730-2713. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.104 ADA Title II)

GUIDELINES FOR ADDRESSING THE BOARD OR COMMISSION

Public Announcements – Beginning of Meeting

- 3 minutes or less per speaker.
- Speakers are requested to give their name (address is optional).
- Recognition of a special achievement.
- Announcement of public event with definite time and date.
- Public events that are of Board/Commission interest that occur in the City annually. (Only announce one time for the year).

Public Hearings – Order of Hearing as Follows:

- Opening remarks by the applicant (if applicable).
- Speakers are requested to give their name (address is optional).
- Anyone interested in addressing the Committee (may only speak one time).
- Closing remarks by the applicant (if applicable).
- Time limit of 3 minutes per person (to be extended at discretion of Chair). Please make comments brief and be prepared to provide new input.

Citizens to be Heard

- Any item relevant to the Board and/or Commission
- Speakers are requested to give their name (address is optional).
- Items not on the agenda.
- Items that do not fall within the scope of the Public Announcement section.
- Time limit of 3 minutes, 15 minutes total for this category (to be extended or continued to end of Board/Commission business, at the discretion of the Chair). Limit to one appearance during this section.

<p>If you wish to provide the Board/Commission with copies of any handout materials you are presenting, please provide sufficient copies for each Board/Commission member, the Recording Secretary and other staff present.</p>

Sunnyvale Bicycle and Pedestrian Advisory Committee
July 20, 2006
Staff Reports

Consent Calendar Items

1.A) Draft Minutes from June 22, 2006 (*Attachment 1*)

1.C) 2006 Calendar (*Attachment 2*)

Public Hearings/General Business

2. Election of Officers

The Committee must elect a chair and a vice chair to serve for the 2006/2007 Fiscal Year.

Recommended Action and Alternatives

Staff has no recommendation.

3. Review Code of Ethics, Code of Conduct and Parliamentary Procedures

Attached for Committee members' review is the City's Code of Ethics and Code of Conduct for appointed and elected officials (*Attachment 3*). Committee members are pledged to follow the Code of Ethics and Code of Conduct when they sign their oaths of office and are sworn in. The Code is reviewed annually by the Bicycle and Pedestrian Advisory Committee. Staff recommends that Committee members familiarize themselves with the Code.

An oral report on Parliamentary Procedure will be presented at the meeting.

Recommended Action and Alternatives

This item is for discussion only. No formal Action necessary.

4. Study and Budget Issue Development

This is the scheduled initial discussion of the 2007 study and budget issue candidates for the BPAC. Study and budget issues are the City's way of dealing with issues requiring considerable staff and/or financial resources to address, i.e. special studies, new capital projects, etc. Study Issues alert Council to policy issues they will be asked to consider during the next calendar year. Budget issues alert Council to possible service level increases of either an on-going (budget supplement) or one-time (budget modification) nature. The BPAC has an opportunity each year to propose a list of issues it feels are important to be

addressed. The City Council considers issues from all City Boards and Commissions, citizens, Council members, and staff, and prioritizes them. Approved issues then form a major portion of the City's work program for the following year.

Timeline

July – Committee to brainstorm study Issue ideas.

August – Staff will prepare draft Study Issue Papers for Committee Review.

October – Committee will rank Study Issues for Council Consideration

November – City Council Study Issue Public Hearing

December – City Council Study Issue Workshop and Ranking

The following are the results of the 2006 Study Issues that were submitted by the BPAC.

Continuing

1. Borregas Avenue Bicycle Corridor – This study issue has been completed, there are no more policy issues to be addressed.
2. Pedestrian Safety and Opportunities Study – Scheduled for Council Action in 2007
3. Sunnyvale Bike Plan Update – Scheduled for Council Action July 18, 2006

Ranked

1. Plan Line Study to Accommodate Bicyclists and Pedestrians (7 of 10 DPW issues)
 2. Policy for Allocation of Street Space (8 of 10 DPW issues)
- Both of these issues fell below the line and were not completed.

Dropped

1. Revise Intersection Level of Service Policy to incorporate bicycle and pedestrian safety
2. Update/Review of the Corner Vision Triangle Municipal Code Ordinance
3. Design Standards for Bike Lanes Adjacent to On-Street Parking

Deferred

1. Access to Stevens Creek Trail, Feasibility Study (DPR Study Issue)

Recommended Action and Alternatives

This item is for discussion only. No formal action is necessary. Staff asks that the committee brainstorm possible study issue ideas.

5. Draft Mary Avenue Extension Geometrics

Draft Geometrics for the Mary Avenue Extension over US 101 and SR 237 will be presented to the Committee for review and comment.

Recommended Action and Alternatives

This item is for discussion only. No formal action is necessary.

Information Only Items

1. Approved May 18, 2006 Meeting Minutes (*Attachment 4*)
2. BPAC Active Items Report (*Attachment 5*)
3. BPAC Email (*Attachment 6*)



MINUTES

SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The Bicycle and Pedestrian Advisory Committee met at 6:30 p.m. on June 22, 2006 with Committee Chair Mayer presiding. The meeting was held in the West Conference Room, City Hall, 456 West Olive Avenue, Sunnyvale. A public input meeting for the Sunnyvale Bicycle Plan Update was also held as part of this meeting.

ROLL CALL

Members Present: Kevin Jackson
Ralph Durham
Andrea Stawitcke
Thomas Mayer
Thomas Reuner
Gerald Gras

Members Absent: Cindy Cotton, Unexcused

Staff Present: Dieckmann Cogill, Senior Transportation Planner

Visitors: John Ciccarelli, Korve Engineering
James Manidakos
Jim Stallman
Rick Warner

SCHEDULED PRESENTATION

There was no scheduled presentation

PUBLIC ANNOUNCEMENTS

Jackson announced that VTA is updating the Countywide Bicycle Plan and the County Bike Corridors. He asked that the Sunnyvale bicycle community start thinking of additional routes that can be added.

CONSENT CALENDAR

- 1.A) Approval of Draft Minutes from May 18, 2006
- 1.B) Approval of Agenda
- 1.C) Approval of 2006 Calendar

All Items pulled from the Consent Calendar.
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CITIZENS TO BE HEARD

None

PUBLIC HEARINGS/GENERAL BUSINESS

1A. Approval of Draft Minutes from May 4, 2006

Mayer requested that the phrase "as it pertains to BPAC" be removed from the Minutes from the budget section.

Jackson requested that his Oral Comments regarding the Sharrow Utility Bill Stuffer be slightly revised.

MOTION - Jackson/Stawitcke, Approve May 18, 2006 Minutes as amended

Motion carried Unanimously

1B. Approval of Agenda

Mayer requested that an item be added "Response to previous Citizens to be Heard Item". This is to be more consistent with the City Council Agenda format.

MOTION - Jackson/Gras, Approve Agenda as amended.

Motion carried Unanimously

1C. Approval of 2006 Calendar

Jackson December work plan item should be changed to 2007.

MOTION - Jackson/Reuner, Approve Calendar as amended

Motion carried Unanimously

2. Transportation Fund for Clean Air Funding Prioritization

Cogill presented the staff report and asked that the BPAC recommend Council Authorize filing of Grant Applications for the Bay Area Air Quality Management District, Transportation Fund for Clean Air.

Mayer and Gras asked for existing CIP ranking and competitiveness of each eligible street.

The committee determined that bike lanes on Sunnyvale Avenue are also a priority and recommended that an application for Sunnyvale Avenue be submitted as well as for the staff recommended projects.

Public Comments

Manitakos noted that bicycle lanes on Sunnyvale Avenue will be very controversial.

Motion – Jackson/Durham, Recommend that City Council authorize filing of FY 2006/2007 Transportation Fund for Clean Air applications for Mary Avenue Bike Lanes between Homestead and Fremont, Fair Oaks/Tasman Bicycle/Pedestrian Facility Improvements, and Sunnyvale Avenue from Evelyn to Maude.

Motion Carried Unanimously.

3. Sunnyvale Bicycle Plan Update – Study Issue

The BPAC had the following changes that they would like to be incorporated into the document:

1. BP.A3.e – Add location specific wording " ...trail alignments and ammdities for unfinished portion of the trail within Sunnyvale's Sphere of Influence".
2. BP.A4.a – add employer entrances as well.
3. BP.B1 – Add action that states "When mitigating an intersection for a Level of Service deficiency, consider bicyclists needs and safety".
4. Add an action statement in BP.C4 to consider improving the effectiveness of the bicycle plan education component by broadening outreach to non-English speakers.
5. BP.A1.b – Make this Class 1 bike parking specific.
6. In objective #2, reword to make "all Sunnyvale streets the most important element of the objective.
7. Fix table 2.8
8. Reword the "obstacles" language in Section 3 to make the intent more clear.
9. Page 60, generalize to neighborhood routes in general. Evelyn-Tantau Route is not the only good neighborhood route in the city.
10. Add discussion about the future Caltrain track expansion that is planned in the long term for the Sunnyvale Station that will require a grade separation. Make sure that it is very clear that an undercrossing is preferred grade separation.
11. Include a list of the recommended shared use CIP segments to state that at some point a bike lane facility will be the desired final outcome.
12. Split both Lakehaven and Sandia into two segments in the CIP.
13. Include a discussion about improvements at offset junctions such as Britton/Duane/San Juan, Morse/Maude, and Sunnyvale/Maude/Borregas.
14. Add a discussion in Section 3 regarding improving pedestrian conditions as part of bicycle improvement projects whenever possible.

Public Comments

The public had the following comments:

1. Make sure to include language stating that all roadway projects must also include a bicycle component in them.
2. In the discussion about the Mary Avenue extension over US 101 include language about installing bike lanes concurrently with the extension in order to maintain existing level of bike safety and comfort.
3. Consider including discussion about the Mathilda Avenue Caltrain Bridge Rehabilitation.
4. Include discussion about providing bicycle racks at major bus stops.
5. Add the "parking pocket" option to the roadway widening section of the toolbox.
6. Bike racks are needed at all LRT stations.
7. Include discussion of deficient POC at The Dalles and Hwy 85

Jackson requested some language changes to the Report to Council.

MOTION – Jackson/Durham, Recommend that City Council approve the 2006 Bicycle Plan with the above listed modifications.

4. Tasman/Fair Oaks Pedestrian and Bicycle Circulation Plan Implementation

Cogill presented the elements of the project and conceptual designs for each element.

The committee had the following comments:

1. Widen the east side of Fair Oaks to include bicycle lanes at this time.
2. Include bus stop improvements at the Fair Oaks/ Weddell intersection.
3. Revise the cross section of Weddell east of Fair Oaks to allow for a 24 foot shared pavement section for bicycles and motor vehicles (this would remove the existing bicycle lanes). Include a wider comfortable sidewalk.

MOTION – Mayer/Jackson, Recommend Council approve the staff recommended conceptual design for the Tasman/Fair Oaks Pedestrian and Bicycle Circulation Plan implementation with the above listed modifications.

**Gras, Abstain
Motion Carried.**

NON-AGENDA ITEMS AND COMMENTS

• BPAC ORAL COMMENTS

Jackson asked for staff to follow up with the VTA BPAC appointment for David Simons.

Durham asked about the status of the Blair Avenue Traffic Calming.

- STAFF ORAL COMMENTS

None


INFORMATION ONLY ITEMS

Jackson was happy to see that the bicycle lane on Arques was installed, but was worried that if all land use permits don't come through the BPAC some opportunities such as this might get missed.

ADJOURNMENT

The meeting adjourned at 10:00 p.m.

Respectfully submitted,



Dieckmann Cogill, Senior Transportation Planner

MASTER WORK PLAN BOARDS AND COMMISSIONS CALENDAR

Board or Commission BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

Calendar Year 2006

List all significant agenda items below. Include all pertinent items from the Council Study Issues Calendar.

MEETING DATE	AGENDA ITEM/ISSUE
January 26 **(note date change)	Utility Bill Stuffer Concepts Bike Plan Update Mathilda/Caltrain Bridger EIR Scoping Caltrain Bike Lockers Volunteer Patrol Bicycle Friendly Community Application
February 16	Bike to Work Day Planning Health and Safety Fair Sunnyvale Caltrain Station Bike Lockers TFCA 40%
March 16	2006 AC Overlay/Reconstruction List (info only) 2006 Curb Ramp Installation List (info only) Bike to Work Day Planning Health and Safety Fair Bike Plan Update
April 27	Bike to Work Day Planning 06/07 TDA Allocation Bike/Ped Promotional ideas Walk to School Day Planning Bike Plan Update
May 18	Review of 06/07 Proposed Budget Bike to Work Day debrief Bike Plan Update
June 22	TFCA Funding Prioritization Bike Plan Update Recommendation
July 20	Election of Officers Review Code of Ethics and Parliamentary Procedures Study & Budget Issue Development Draft Mary Avenue Extension Geometrics
August 17	Study & Budget Issue Development
September 21	Study & Budget Issue Preparation
October 19	Pedestrian Safety and Opportunities Study
November 16	
December 21	2007 Work Plan

Code of Ethics for Elected and Appointed Officials

POLICY PURPOSE

The Sunnyvale City Council has adopted a Code of Ethics for members of the City Council and the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

POLICY STATEMENT

Preamble

The citizens and businesses of Sunnyvale are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Sunnyvale Commitment to Excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgement and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Sunnyvale City Council has adopted a Code of Ethics for members¹ of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Sunnyvale and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Sunnyvale City Council, boards and commissions.
2. Comply with the Law. Members shall comply with the laws of the nation, the State of California and the City of Sunnyvale in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the Sunnyvale City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. Conduct of Members. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.

¹ For ease of reference in the Code of Ethics, the term "member" refers to any member of the Sunnyvale City Council or any of the City's boards and commissions established by the City Charter, City ordinance or Council policy.

COUNCIL POLICY MANUAL

4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council and board and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.
5. **Conduct of Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** Members shall publicly share substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgement or action or give the appearance of being compromised.
10. **Confidential Information.** Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. **Use of Public Resources.** Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy.** Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall

COUNCIL POLICY MANUAL

explicitly state they do not represent their body or the City of Sunnyvale, nor will they allow the inference that they do.

14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Sunnyvale city government as outlined by the Sunnyvale City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. **Independence of Boards and Commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.
17. **Implementation.** As an expression of the standards of conduct for members expected by the City, the Sunnyvale Code of Ethics is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Sunnyvale code of ethics. In addition, the Code of Ethics shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.
18. **Compliance and Enforcement.** The Sunnyvale Code of Ethics expresses standards of ethical conduct expected for members of the Sunnyvale City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The chairs of boards and commissions and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics are brought to their attention. The City Council may impose sanctions on members whose conduct does not comply with the City's ethical standards, such as reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Under the City Charter, the City Council also may remove members of boards and commissions from office. A violation of this code of ethics shall not be considered a basis for challenging the validity of a Council, board or commission decision.

(Adopted: RTC 95-145 (6/27/1995), Reaffirmed: RTC 99-467 (10/26/1999), Reaffirmed: RTC 00-353 (10/10/2000), Reaffirmed: RTC 01-368 (10/23/2001), Reaffirmed: RTC 02-437 (11/12/2002), Reaffirmed: RTC 03-391 (11/11/2003), Reaffirmed: RTC 04-419 (12/7/2004), Reaffirmed: RTC 05-360 (12/13/2005))



CITY OF SUNNYVALE

CODE OF CONDUCT

FOR ELECTED OFFICIALS

"Conduct is three-fourths of our life and its largest concern."

*— Matthew
Arnold*

(Adopted by Council on April 11, 2000 (RTC 00-124))
(Revised by Council on December 7, 2004 (RTC 04-418))
(Revised by Council on December 13, 2005 (RTC 05-361))

The Three Rs of Sunnyvale Government Leadership: Roles, Responsibilities and Respect

The City Charter provides detailed information on the roles and responsibilities of Councilmembers, the Vice Mayor, and the Mayor. The City's Code of Ethics provides guidance on ethical issues and questions of right and wrong. Until now, what has not been clearly written down is a Code of Conduct for Sunnyvale's elected officials.

This Code of Conduct is designed to describe the manner in which Councilmembers should treat one another, city staff, constituents, and others they come into contact with in representing the City of Sunnyvale. It reflects the work of a Council Policy and Protocol Subcommittee that was charged with defining more clearly the behavior, manners, and courtesies that are suitable for various occasions. The Subcommittee also considered a wide variety of policy changes and clarifications designed to make public meetings and the process of governance run more smoothly.

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing in even the most difficult situations.

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Overview of Roles & Responsibilities

"Leadership is an action, not a word."

-- Richard Cooley

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Sunnyvale City Charter and in the Leadership Guide for Mayors and Councilmembers published by the League of California Cities.

MAYOR

- Serves at the pleasure of the Council (Sunnyvale City Charter, Section 605)
- Acts as the official head of the City for all ceremonial purposes (Sunnyvale City Charter, Section 605)
- Chairs Council meetings (Sunnyvale City Charter, Section 605)
- Calls for special meetings (Sunnyvale City Charter, Section 609)
- Recognized as spokesperson for the City
- Selects substitute for City representation when Mayor cannot attend
- Makes judgment calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval
- Serves as the liaison between the Council and the City Manager and City Attorney in regards to employee relations
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the City
- Serves as official delegate of the City to the U.S. Conference of Mayors and other events and conferences

VICE MAYOR

- Serves at the pleasure of the Council (Sunnyvale City Charter, Section 606)
- Performs the duties of the Mayor if the Mayor is absent or disabled (Sunnyvale City Charter, Section 606)
- Chairs Council meetings at the request of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor
- Reports closed session actions at public Council meetings
- Initiates routine motion for consent calendar items on the City Council agenda

ALL COUNCILMEMBERS

All members of the City Council, including those serving as Mayor and Vice Mayor, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

All Councilmembers should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda

- Represent the City at ceremonial functions at the request of the Mayor
- Place activities and events on the Council's weekly activities calendar that invite official participation of all Councilmembers. A list of the activities of individual Councilmembers may also be submitted for public record at the option of the Councilmember
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Sunnyvale government
- Provide contact information with the Council Executive Assistant in case an emergency or urgent situation arises while the Councilmember is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct

MEETING CHAIR

The Mayor will chair official meetings of the City Council, unless the Vice Mayor or another Councilmember is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda item under consideration
- Makes parliamentary rulings with advice, if requested, from the City Attorney who acts as an advisory parliamentarian. Chair rulings may be overturned if a Councilmember makes a motion as an individual and the majority of the Council votes to overrule the Chair.

FORMER COUNCILMEMBERS

Past members of the City Council who speak to the current City Council about a pending issue should disclose who they are speaking on behalf of (individual or organization).

Policies & Protocol Related To Conduct

"Wherever there is a human being, there is an opportunity for kindness."

— Seneca

Ceremonial Events

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Councilmembers do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Councilmember or City staff.

If correspondence is addressed only to one Councilmember, that Councilmember should check with staff on the best way to respond to the sender.

Endorsement of Candidates

Councilmembers have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

Intergovernmental Relations

The Council will hold a quarterly meeting on intergovernmental relations (IGR) to assign specific Councilmembers to take a leadership role on new issues and to hear updates on pending issues. A Chair for each Council Subcommittee should be selected at the first meeting of the Subcommittee after the IGR assignments are made.

Legislative Process

The City of Sunnyvale uses the Planning and Management System (PAMS) as a guideline for its legislative process. Details of the PAMS system may be found in City manuals. The City uses parliamentary procedure for meeting management.

Non-agenda Items

During a designated period of the agenda, citizens, Councilmembers and staff may bring forth issues or questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the Mayor or the Council, study issues for future consideration, and requests for information. Each speaker, citizen or elected official, will be limited to five minutes.

Public Announcements in Council Meetings

Councilmembers who want to speak first during the Public Announcement portion of the Council meeting should notify the Chair in advance. Otherwise, Councilmembers will be recognized when the Chair notices the light signal. Councilmembers like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each, and should keep the focus on matters of community-wide interest.

Public Meeting Hearing Protocol

The applicant or appellant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The Chair will determine how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. The applicant or appellant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Councilmembers will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Councilmembers are not appropriate until after the close of the public hearing. Councilmembers should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Councilmember can call for a point of order. Only Councilmembers who voted on the prevailing side may make motions to reconsider. Councilmembers who desire to make the first motion on issues which they feel strongly about should discuss their intention with the Chair in advance of the Council meeting.

Travel Expenses

The policies and procedures related to the reimbursement of travel expenses for official City business by Councilmembers are outlined in Council Policy 7.3.12. All Council travel in excess of the allowed budget, in which the Councilmember expects to officially represent the City and/or be reimbursed by the City for travel costs, must be approved in advance by the Council. The travel policy and budget for Council should be reviewed at each two-year budget cycle.

Council Conduct with One Another

"In life, courtesy and self-possession, and in the arts, style, are the sensible impressions of the free mind, for both arise out of a deliberate shaping of all things and from never being swept away, whatever the emotion, into confusion or dullness."

– William Butler Yeats

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

- **Use formal titles**

The Council should refer to one another formally during public meetings as Mayor, Vice Mayor or Councilmember followed by the individual's last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Councilmembers**

If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and e-mail**

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if this E-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

- **Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Council Conduct with City Staff

"Never let a problem become an excuse."

-- Robert Schuller

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Council questions/inquiries to City staff**

1. **General. Council communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day.**
2. **Routine Requests for Information and Inquiries.** Councilmembers may contact staff directly for information made readily available to the general public on a regular basis (e.g., "What are the library's hours of operation?" or "How does one reserve a tee time at the golf course?"). Under these circumstances staff shall treat the Councilmember no differently than they would the general public, and the Councilmember shall not use their elected status to secure preferential treatment. The City Manager does not need to be advised of such contacts.
3. **Non-Routine Requests for Readily Available Information.** Council may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?")
4. **Non-Routine Requests Requiring Special Effort.** Any Councilmember request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the City Manager, or to the City Attorney, as appropriate (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?", or "What is the logic behind the City's sign ordinances affecting businesses along El Camino Real?"). The City Manager (or City Attorney as appropriate) shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Councilmembers, the City Manager, the City Attorney as appropriate and affected Department Heads.

5. **Meeting Requests.** *Any Councilmember request for a meeting with staff must be directed to the City Manager or City Attorney, as appropriate. When in doubt about the appropriateness of a communication with staff, Councilmembers shall ask the City Manager for advice.*

6. **Public Safety Restrictions.** *Under certain circumstances, requests for information regarding operations or personnel of the Department of Public Safety may be legally restricted. Applicable statutes include: The Peace Officers' Procedural Bill of Rights (California Government Code Section 3300, et seq.), Confidentiality of Peace Officer Records (California Penal Code Section 832.5-7), and a number of exceptions to the California Public Records Act, defined in Government Code Section 6254. Providing information in response to such requests could violate the law, and might also violate due process rights that have been defined for peace officers in the State of California. Accordingly, it shall be the policy of the City of Sunnyvale to strictly comply with all applicable legal authorities governing the release of Department of Public Safety information and records.*

- **Do not disrupt City staff from their jobs**

Councilmembers should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation. Comments about staff in the office of the City Attorney should be made directly to the City Attorney.

- **Do not get involved in administrative functions**

Councilmembers must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits. [See Code of Ethics] The Sunnyvale City Charter, Section 807, also contains information about the prohibition of Council interference in administrative functions.

- **Check with City staff on correspondence before taking action**

Before sending correspondence, Councilmembers should check with City staff to see if an official City response has already been sent or is in progress.

- **Do not attend meetings with City staff unless requested by staff.**

Even if the Councilmember does not say anything, the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Routine secretarial support will be provided to all Councilmembers. The Council Executive Assistant opens all mail for Councilmembers, unless a Councilmember requests other

arrangements. Mail addressed to the Mayor is reviewed first by the City Manager who notes suggested action and/or follow-up items.

Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- **Do not solicit political support from staff**

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Council Conduct with The Public

"If a man be gracious and courteous to strangers, it shows he is a citizen of the world, and that his heart is no island cut off from other lands, but a continent that joins to them."

-- Francis Bacon

IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Councilmembers toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

"I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity."

- **Be fair and equitable in allocating public hearing time to individual speakers**

"The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn't be my problem. I'm sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me."

The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five-minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair – not individual Councilmembers -- can interrupt a speaker during a presentation. However, a Councilmember can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Councilmembers' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

Councilmembers should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The City Attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Chair, subject to the appeal of the full Council makes final rulings on parliamentary procedure.

IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Councilmembers will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Councilmembers**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Councilmembers, their opinions and actions.

- **Remember that despite its impressive population figures, Sunnyvale is a small town at heart**

Councilmembers are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Sunnyvale. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Council Conduct with Other Public Agencies

"Always do right. This will gratify some people and astonish the rest."

-- Mark Twain

- **Be clear about representing the city or personal interests**

If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Councilmember is representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint.

If the Councilmember is representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

- **Correspondence also should be equally clear about representation**

City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the Council Executive Assistant to be filed in the Council Office as part of the permanent public record.

It is best that City letterhead not be used for correspondence of Councilmembers representing a personal point of view or a dissenting point of view from an official Council position. However, should Councilmembers use City letterhead to express a personal opinion, the official City position must be stated clearly so the reader understands the difference between the official City position and the minor viewpoint of the Councilmember.

Council Conduct With Boards and Commissions

"We rarely find that people have good sense unless they agree with us."

--Francois, Duc de La Rochefoucauld

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions**
Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer -- could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Commission members to questions of clarification**

It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Commissions serve the community, not individual Councilmembers**

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

- **Be respectful of diverse opinions**

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.

- **Keep political support away from public forums**

Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board

and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council and the individual is subject to removal from the Board or Commission.

Council Conduct with The Media

**"Keep them well fed and never let them know that all you've got is a chair and a whip."
-- Lion Tamer School**

Councilmembers are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor is the official spokesperson for the representative on City position.**

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Sanctions

**"You cannot have a proud and chivalrous spirit if your conduct is mean and paltry;
for whatever a man's actions are, such must be his spirit."**

-- Demosthenes

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Councilmembers should refer to the City Manager any City staff or to the City Attorney any City Attorney's staff who do not follow proper conduct in their dealings with Councilmembers, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

- **Councilmembers Behavior and Conduct**

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Sunnyvale or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Councilmembers, the alleged violation should be referred to the Mayor. The Mayor should ask the City Manager and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

Principles of Proper Conduct

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

Showing antagonism or hostility
Deliberately lying or misleading
Speaking recklessly
Spreading rumors
Stirring up bad feelings, divisiveness
Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals . . . respect for the validity of different opinions . . .
respect for the democratic process . . . respect for the community that we serve.

Checklist for Monitoring Conduct

- ☐ Will my decision/statement/action violate the trust, rights or good will of others?
- ☐ What are my interior motives and the spirit behind my actions?
- ☐ If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- ☐ How would my conduct be evaluated by people whose integrity and character I respect?
- ☐ Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- ☐ Is my conduct fair? Just? Morally right?
- ☐ If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- ☐ Does my conduct give others reason to trust or distrust me?
- ☐ Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- ☐ Do I exhibit the same conduct in my private life as I do in my public life?
- ☐ Can I take legitimate pride in the way I conduct myself and the example I set?
- ☐ Do I listen and understand the views of others?
- ☐ Do I question and confront different points of view in a constructive manner?
- ☐ Do I work to resolve differences and come to mutual agreement?
- ☐ Do I support others and show respect for their ideas?
- ☐ Will my conduct cause public embarrassment to someone else?

Glossary of Terms

attitude	The manner in which one shows one's dispositions, opinions, and feelings
behavior	External appearance or action; manner of behaving; carriage of oneself
civility	Politeness, consideration, courtesy
conduct	The way one acts; personal behavior
courtesy	Politeness connected with kindness
decorum	Suitable; proper; good taste in behavior
manners	A way of acting; a style, method, or form; the way in which things are done
point of order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
point of personal privilege	A challenge to a speaker to defend or apologize for comments that a fellow Councilmember considers offensive
propriety	Conforming to acceptable standards of behavior
protocol	The courtesies that are established as proper and correct
respect	The act of noticing with attention; holding in esteem; courteous regard



MINUTES

SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

The Bicycle and Pedestrian Advisory Committee met in a special session at 7:00 p.m. on May 18, 2006 with Committee Chair Mayer presiding. The meeting was held in the West Conference Room, City Hall, 456 West Olive Avenue, Sunnyvale. A public input meeting for the Sunnyvale Bicycle Plan Update was also held as part of this meeting.

ROLL CALL

Members Present: Kevin Jackson
Ralph Durham
Andrea Stawitcke
Thomas Mayer
Cindy Cotton
Thomas Reuner
Gerald Gras

Members Absent: None

Staff Present: Dieckmann Cogill, Senior Transportation Planner

Visitors: John Ciccarelli
Mark Kaminsky
Rich Ober
Thomas Granvold

SCHEDULED PRESENTATION

The Draft 2006 Bicycle Plan Presentation was moved after Citizens to Be Heard at the request of the Chair.

PUBLIC ANNOUNCEMENTS

None

CONSENT CALENDAR

- 1.A) Approval of Draft Minutes from May 4, 2006
- 1.B) Approval of Agenda
- 1.C) Approval of 2006 Calendar

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Motion – Jackson/Gras, Approval of the Consent Calendar items 1.B and 1.C

The motion carried unanimously

Jackson pulled Item 1A and requested that the word “boulevard” be changes to plural.

Motion – Jackson/Gras, Approval of the May 4, 2006 Minutes with amendment.

The motion carried unanimously

CITIZENS TO BE HEARD

Kaminsky reported to the committee that bicycle lanes are not swept regularly enough to keep them safe. He finds it safer to ride outside of the bike lane at times. He requested that the bike lanes be swept more often.

Granvold informed the committee that the right lane on Evelyn Avenue east of Fair Oaks Avenue is closed for storage of vehicles and construction equipment. He reported that this condition creates a more dangerous situation for bikes.

Ober reported that he likes to bike on the new Calabazas Creek Trail, but that he would like the City to look at a better way to cross Tasman Drive.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Bike Plan Update

Cogill presented the staff report and described the details of the proposed 2006 Bicycle Plan. She then requested public input. The following is a list of comments received from the public and the committee:

- In the CIP break up Lakehaven into two sections at Silverlake.
- Regarding transit capacity for bicycles, add a policy that states that transit agencies should provide sufficient bicycle capacity to meet the demands.
- Include policy about encouraging biking throughout downtown and to downtown destinations.
- BP.B1 Strengthen the language for this policy.
- BP.B4 include the County in this policy
- Include a statement about replacing striping and pavement markings when needed.
- Include a statement about installing curb ramps in residential neighborhoods to facilitate young children biking to school.
- Strengthen language about the importance of regular street sweeping on bike lanes and routes.
- Strengthen language about construction zone safety.

- Remove the term "whenever feasible" from BP.B2a
- Include language about accommodating bicyclists on all streets in Sunnyvale.
- Encourage employer commute incentives.
- Encourage bike parking requirements in the Municipal Code.
- Add counts to BP.B6.
- Identify education channels to implement the education goals.
- Add action item for the enforcement of violations that discourage bicycling.
- Add statement to assure that debris from collisions is not swept into the bike lanes.
- BP.C5.A, remove the word cyclist.
- In the environment section, mention Baylands Park.
- Clarify the page 5 table.
- Emphasize the mode split in Moffett Park
- Include Wilcox High School in discussions about schools.

No formal action necessary.

3. Review of FY 06/07 Proposed Budget and Resource Allocation Plan and Schedule for Adoption

Staff gave a very brief overview of the budget, informed the committee where they can find more detail about the proposed budget, and of the June 13, 2006 City Council Public Hearing.

No formal action necessary.

4. Bike to Work Day Debrief

Cogill presented statistics from the days events.

The committee recommended that stickers and sunscreen be provided next year at the energizer stations.

No formal action necessary.

NON-AGENDA ITEMS AND COMMENTS

- BPAC ORAL COMMENTS

Jackson stated that he believes that the Sharrow utility bill stuffers give bad positioning guidance to cyclists.

Reuner suggested that the BPAC application be made into a web form.

- STAFF ORAL COMMENTS

None

INFORMATION ONLY ITEMS

No comments

ADJOURNMENT

The meeting adjourned at 9:45 p.m.

Respectfully submitted,



Dieckmann Cogill, Senior Transportation Planner

Bicycle and Pedestrian Advisory Committee

Active Items

Item #	Item	OPR	Due Date (Approx)	Status	Last Updated
1	Borregas Avenue Bike Corridor Study	Cogill	2008	CEQA/NEPA environmental clearance complete. Project Update submitted to City Council on April 11, 2006. Construction scheduled to start 2007. BTA funding awarded.	7/13/2006
2	Bernardo Caltrain Under-crossing	Cogill	Preliminary engineering by 2005	Feasibility Study accepted by the City Council. Funds for 20% local matching funds must be identified before further project initiation. BEP Tier 1 update submitted. VTA will program 80% funds out to 2016 to allow for time to secure matching funds.	10/14/2004
3	Calabazas Creek Trail	Neumayer	Spring 2006	Project Complete	7/13/2006
4	Evelyn Avenue Bike Lane Phase 1 and 2	Cogill	Summer/Fall 2006	Engineering underway. Public input meetings completed	5/12/2006
5	Code of Ethics	Cogill	7/1/2006	Annual review to occur at July 2006 meeting	11/8/2005
6	Utility Bill Stuffer	Cogill	Mar-06	May/June Stuffer completed	4/20/2006
7	Bike to Work Day	Cogill	5/18/2006	Completed.	6/15/2006
8	Overlay, Reconstruction, Slurry & Chip Schedule	D. Trott	Feb. 2006	Info Only Item, April 2006	4/20/2006

O-1	Bike Transportation Account Grant Program	Cogill	Annual	Funding for the Borregas Bicycle/Pedestrian Bridges Awarded	7/13/2006
O-2	General Supply Expenditures	Cogill	Ongoing	Funds to be used for safety/helmet education training at 2 middle schools in Sunnysvale	12/6/2005
O-3	Bicycle Capital Improvement Program	Cogill	Ongoing	Grant applications submitted for Duane Avenue from Fair Oaks to Lawrence, Borregas Avenue from Weddell to Caribbean, and Evelyn Avenue from Sunnysvale to Reed.	3/23/2004
O-4	TFCA grants	Cogill	Annual	Call for project for Regional Fund received	6/15/2006
O-5	Bike Parking Incentive Program	Cogill	Ongoing	Rack provided to Sports Basement	7/13/2006
O-6	Construction Zone Safety Complaints received	Cogill	Ongoing	complaint received regarding Evelyn fair oaks lane closure.	5/12/2006
O-7	Issues raised at BPAC meeting requiring staff follow-up	Cogill	Ongoing	1.) VTA BPAC assignment follow-up yes David Simons has been appointed as the Sunnysvale representative to the VTA BPAC. 2.) Blair Avenue Traffic Calming, neighborhood meeting on the permanent installation scheduled for August 2. Council action tentatively scheduled for October 10th.	7/13/2006

ATTACHMENT **6****BPAC DPW - Downtown Pedestrian Fatality June 16, 2006**

From: <mariapan@comcast.net>
To: <bpac@ci.sunnyvale.ca.us>, <bpac@ci.sunnyvale.ca.us>
Date: 6/18/2006 12:40:34 PM
Subject: Downtown Pedestrian Fatality June 16, 2006
CC: <hdnataalk@yahoogroups.com>

Dear Bicycle and Pedestrian Advisory Committee Members,

There was a pedestrian fatality at the intersection of E. McKinley and Sunnyvale Ave. on Friday June 16, 2006. Pedestrians typically cross at this controlled intersection to go to Target. The senior pedestrian was struck by a car leaving the shopping center making a right turn onto Sunnyvale Ave.

Could the Board please look into how this accident occurred and what measures to take to prevent further incidents. Thank you.

Sincerely,

Maria Pan
Founder/President
Carroll Inn Residents' Association
408.481.9561

BPAC DPW - Bike issues in Sunnyvale

From: rssc <rssc47@yahoo.com>
To: <DCogill@ci.sunnyvale.ca.us>, <bpac@ci.sunnyvale.ca.us>, <thom94089@pacbell.net>
Date: 6/22/2006 8:27:21 AM
Subject: Bike issues in Sunnyvale

Dear All,

I commute through your beautiful city on a daily basis using my bicycle. This week I reported 3 issues to various city entities and hope you can confirm they are being addressed and describe what remediation efforts are underway.

- 1) Intersection of Evelyn and Wolfe - In the early mornings, I stop at the light on Evelyn centered on the bike symbol. The traffic light for Wolfe turns yellow, and then red. The light for Evelyn does not turn green. The light for Wolfe turns green. This causes me to cross against a red light.
- 2) Construction on the West side of Evelyn, between Wolfe and Fair Oaks, has resulted in several trenches cutting across to the east side of Evelyn to connect to some underground utility (water, sewer, gas, etc). These trenches have been filled, but on the east side of several there are significant holes created in the road surface, ranging in depth of about an inch to perhaps 3 inches. These are located around small, perhaps 6-8 inch diameter, access plates. These holes are a danger to bicyclists, and will likely result in increased maintenance of the street due to water collecting in these during the rainy season.
- 3) Construction on the West side of Evelyn, between Wolfe and Fair Oaks, has resulted in the right-hand of the two lanes being marked off for the construction effort. The current location of these plastic markers leave no choice for bicyclists except to move into the left lane, obstructing motorized traffic in the left lane. Moving these markers 3-5 feet further into the right lane would allow bicyclists to remain better separated from motorized traffic.

Everyone I spoke with on the phone was very courteous and carefully listened to my description of the issues. I commend them for their professional behavior.

Sincerely,

Ted Roush

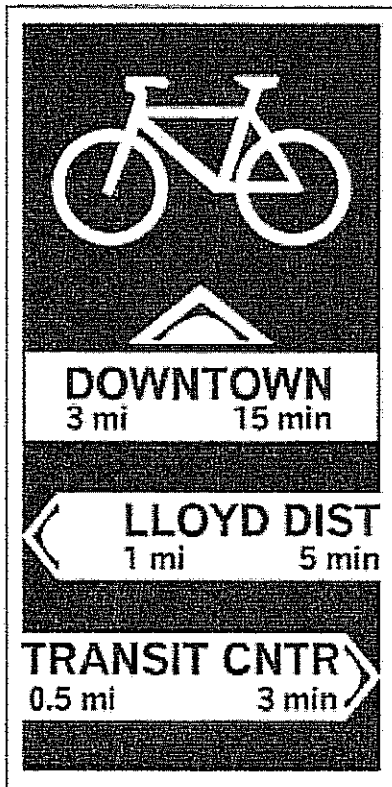
Yahoo! Groups gets better. [Check out the new email design](#). Plus there's much more to come.

From: Thomas Mayer <thom94089@pacbell.net>
To: Sunnyvale BPAC BAC <BPAC@ci.sunnyvale.ca.us>
Date: Tue, Jul 11, 2006 10:42 AM
Subject: We need to do something like this for Sunnyvale

We need to do something like this for Sunnyvale

<http://bikeportland.org/2005/08/25/bikeway-network-signage/>

Bikeway network signage



Just noticed this over at [News4Neighbors](#):

"The City of Portland was awarded a federal grant to develop a comprehensive signing system for Portland's bikeways. For the past year we have been designing a signing system that will use two types of signs: destination signs and route confirmation signs and markings. We identified more than 70 destinations to which we would like to direct cyclists (Central City map and City-wide Map) (destinations shown in red). Destination signs will be placed at the intersections of all established bikeways and anywhere else a cyclist faces a decision point... We will finish up final sign design by the end of November and will then seek approval from the Oregon Department of Transportation to use these new signs. Assuming all goes well, we hope to install the signs by next winter."

Read more about the signs and the status of the project on the [City of Portland Office of Transportation website](#). They've also got links to sneak peaks of [more of the signs](#) (PDF) and [informational kiosks](#) that are in the works. Man, those guys are always up to something.